

IRS Form W-9 FAQ's

1. Who should complete an IRS FormW-9, “Request for Taxpayer Identification number and Certification”?

A U.S. person (including resident aliens), a Partnership, Corporation, Company, Association, Estate, or Domestic Trust which has been organized in the United States or under the laws of the United States. If you are a nonresident alien or foreign entity, complete an IRS Form W-8.

2. What information goes in the **NAME (1)** box of the FormW-9?

The name as shown on your income tax return. This “*Name*” should coincide with the Taxpayer Identification Number (TIN) provided.

- a. **For individuals** – Enter the name as shown on your social security card.
 - **If a Joint Tenant account**, please list **ONLY** the **first person’s name registered** for the account and supply matching social security number; (see #4 below). The **signature line** must match the first name and social security number.
 1. **If both names are listed**, the first name registered **MUST** be the first name on Line 1. You **MUST CIRCLE** the name associated with the **social security number provided**. The **signature line** must match the name of the person circled.
- b. **For sole proprietorships OR “Single-Member” limited liability companies (LLCs)** – Enter the name as shown on your social security card or, in the case of a single member LLC, the name of the single member on Line 1.
- c. **For all other LLCs, corporations, partnerships, AND all other entities** – Enter the business name as shown on the required Federal tax documents. The name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the “Business name” line (Line 2).
- d. **For custodian accounts** – Enter the name as shown on the **minor’s** social security card. For example, John Smith, Custodian for Jenny Smith. Line 1 should read: Jenny Smith and her social security number should be provided. Do not include the name of the custodian.
- e. **For trust accounts** – Enter the name of the trust. Do not include the name of the trustee. For example, ABC Bank as trustee for the John Smith Trust. Line 1 should read John Smith Trust. For a Grantor or Revocable Trust, the grantors name must appear on Line 1, with the name of the Trust on Line 2. The Grantors Social Security Number will need to be placed in the SSN box on the form. (See #3 for additional information required for grantor trusts)
- f. **For an Estate** – The Executor/Executrix should enter the name of the Estate on Line 1 of the form. Only the legal name of the Estate should appear on this line. Do not include the name of the Executor/Executrix. Place the EIN of the Estate on the form, and then sign the form in your official capacity as Executor/Executrix.

3. What information goes in the **BUSINESS NAME (2)** box of the Form W-9?

You may enter any business, trade, or “doing business as (DBA)” name on the “*Business Name*” line.

- a. **For Sole Proprietorships OR “Single-Member LLC’s”** – Enter the entity name of the sole proprietorship or single-member LLC on Line 2.
- b. **For Grantor Trusts or Revocable Trusts** – Enter the name of the Trust on Line 2

4. Is my address required on the Form W-9?

Yes, the address **MUST BE COMPLETED** even if there has been no change on the account. If the address on the account has changed, please provide a letter of instruction requesting the address be updated along with the Form W-9.

5. How do I complete the **TAXPAYER IDENTIFICATION NUMBER (TIN)** ☐ section of the Form W-9?

Enter the TIN, which coincides with the "*Name*" provided on Line 1 of the Form.

- a. **If you are an individual** – Enter your social security number (SSN) in the "*Social Security Number*" box.
- b. **If you are a Grantor or Revocable Trust** – Enter the SSN of the Grantor in the "*Social Security Number*" box.
- c. **If you are a Resident Alien** – Enter your IRS Individual Taxpayer Identification Number (ITIN) in the "*Social Security Number*" box.
- d. **For Sole Proprietorships or "Single-Member" LLCs** – Enter the sole proprietor or single-member's SSN in the "*Social security number*" box.
- e. **For all other LLCs, corporations, partnerships, AND all other entities** – Enter the employer identification number (EIN) in the "*Employer identification number*" box.

6. Should I check the "*Exempt from backup withholding*" box?

Generally, individuals (including sole proprietors), partnerships, trusts and estates are not exempt from back up withholding and should not check this box. Corporations are exempt for certain payments, such as interest and dividends. For more specific information, refer to the IRS Form W-9 instructions.

7. How do I document my status on the Form W-9?

In the section directly below the "*Business Name*" field, you will "Check the appropriate box" that identifies the status of the person listed on Line 1. (ex: "*Individual/Sole Proprietor*", "*Corporation*", etc.)

- For a Single-Member LLC, the box for "Limited Liability Company" will need to be checked and a "D" will need to be placed on the blank line. In addition, a box will need to be checked to indicate the status of the single-member listed on Line 1 (ex: "Individual") – This is the only situation where 2 boxes will be checked

8. If I am exempt from backup withholding, do I still need to complete the Form W-9?

Yes. If you are exempt from back up withholding, you should still complete the W-9 form to avoid possible erroneous backup withholding.

9. Other Miscellaneous Information

- **White-Out, Cross-Outs, Illegible writing or multiple ink colors will NOT be accepted and will cause the form to be treated as invalid and a new form will be required.**
- **The form must be signed by the appropriate individual and must be dated.**
 - **The proper individual is generally the person whose name appears on Line 1 of the form.**
 - **For custodial accounts, the form MUST be signed by the child's parent or guardian.**
 - **For corporations, the form MUST be signed by an officer,**
 - **For partnerships, the form should be signed by a partner.**
 - **For trusts, the Form should be signed by the trustee.**
 - **For Estates, the form should be signed by the Executor/Executrix**

Note: For more specific instructions on the IRS Form W-9, refer to <http://www.irs.gov/pub/irs-pdf/fw9.pdf>. For IRS Form W-8 instructions, refer to <http://www.irs.gov/pub/irs-pdf/iw8.pdf>.